

Four-Step Process for Drafting, Revising, Clearing, and Issuing ADS Directives

Draft	Actionee	Action
STEP 1: Pre-clearance	Author	<i>Optional:</i> Send e-mail to DW list informing of directive's subject matter and requesting input.
	Author	Coordinate with appropriate offices and staff.
	Author	Send draft to M/AS/IRD Directives Shop for review.
	Editor*	Review draft for plain language, content, grammar, and format. Highlight all suggested changes and queries. Return mark-up to author.
	Author	Incorporate grammar, format, and plain language edits. Make appropriate modifications to text to resolve queries. Remove highlights, delete words in strikeout. <i>Optional:</i> Return draft to Directives Shop for follow-up review.
STEP 2: Clearance	Author	E-mail request for ADS clearance to clearing officials. Attach directive; indicate new/revised material in e-mail. Allow 10 full business days for response.
	Author	Save and print "return receipts" for the official record.
	Clearing Official	Review directive; provide comments to substantive issues. Deliver response to author within 10 business days.
	Editor	Review clearance draft for plain language, content, grammar, and format. Return any mark-ups to author.
	Author	Make appropriate changes based on clearance comments and editor mark-ups. Resolve any differences with clearing offices.
	Author	If substantive changes made, recirculate for ADS clearance. Allow 5 full business days for response.
STEP 3: Final	Author	Send clean copy to Directives Shop for final review. Provide electronic copy or URL for all reference documents.
	Editor	Review for style, format, grammar. Return to author with corrections, any final suggestions.
	Author	Make appropriate changes. Send final back to Directives Shop.
	Editor	Prepare directive for publication. Add Revision date, Effective dates. Prepare reference documents. Send final version to author.
	Author	Complete AID Form 3-252. Attach all clearance documentation, final cleared material, and description of additions/deletions. Send hardcopy to M/AS/IRD for approval.
	M/AS/IRD	Approve AID 3-252. Forward to Directives Shop.
	Editor	Check required clearance documentation.
STEP 4: POLICY NOTICE	AUTHOR	CREATE POLICY NOTICE ANNOUNCING RELEASE OF DIRECTIVE. SEND TO BUREAU/OFFICE AUTHORIZED NOTICE SENDER TO FORWARD TO NOTICE MAILBOX.
	Notice Mailbox/Editor	Check Policy Notice. Attach final version of directive. Release Policy Notice with nightly Notices.
	M/AS/IRD	Post directive and references to the ADS web site within 15 business days of Notice issuance.
		<i>NOTE: If the changes are purely editorial, the author has the option of not issuing a Policy Notice. In this case, the revised directive will not posted to the web until the next ADS CD issuance.</i>

*The Editor is the M/AS/IRD Directives Coordinator.